

L-0013
PREPARE AN EMERGENCY COMMUNICATIONS PLAN

CONDITIONS

The Incident Commander appoints you as the Communications Unit Leader for an incident. You must prepare a plan to fill the communications requirements of this mission. This plan must cover all current and contingency communications needs including procedures for loss of communications.

OBJECTIVES

1. The Communications Unit Leader is responsible for developing an Emergency Communications Plan for a given mission or mission base.
2. Emergency planning is based on the wing Emergency Communications Plan and should also cover the basic communications and loss of communications scenarios.
3. Be familiar and capable of using ICS Form 216 and 217.

TRAINING AND EVALUATION

Training Outline

1. Using established wing Emergency Communications Plans, the Communications Unit Leader should be able to develop a specific plan for a given mission or mission base. The plan covers all areas of communications and loss of communications. Emergency Services procedures and checklists should also be used as a resource for planning.
2. The student should be able to demonstrate the following tasks:
 - a. Selection of proper frequencies for use by air, ground, and fixed assets.
 - b. Develop a contingency plan for loss of communications at the mission base, or any resource.
 - c. Develop a contact list for the mission base and field resources to use as necessary, including local police/sheriff's departments, fire, medical, etc.

Additional Information

More detailed information on this topic is available in the wing Emergency Communications Plan and the wing Emergency Services procedures.

Evaluation Preparation

Setup: The student will need current copies of the wing Emergency Communications Plan and Emergency Services procedures. Along with these, a copy of the local telephone directory, emergency contact listings, and/or government telephone directory. Wing communications resource listings should also be available.

Brief Student: After the Incident Commander assigns you as the Communications Unit Leader, you must first develop an Emergency Communications Plan to cover all aspects of the mission. This plan will cover how the

mission base will conduct communications, air units, ground units, and other fixed stations. It will also cover the need for contingencies in the event of loss of communications.

Evaluation

<u>Performance measures</u>	<u>Results</u>	
1. Are frequencies chosen and designated for the different communications needs of the mission (i.e. aircraft, ground teams, base to base, etc.)	P	F
2. Are procedures included to cover loss of communications at mission base, loss of com by resources, missing radio check-ins, loss of power, etc.	P	F
3. Develop a list of contact phone numbers for other agencies, as well as alternate contact information for CAP mission base(s).	P	F
4. Fill out ICS Form 216	P	F
5. Fill out ICS Form 217	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.